

**Minutes of the Finance and General Purposes Committee held at Quedgeley Community Centre on Monday 4<sup>th</sup> March 2019 at 7.30pm.**

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**PRESENT:** Cllr G Smith, Cllr Hughes, Cllr Williams and Cllr Mrs McAllan

**OFFICER PRESENT:** Mrs J Webster – Town Clerk & RFO

**OBSERVER:** Cllr Liam Harries

**F.177/18-19 Apologies.**  
Apologies were noted from Cllr Lee and Cllr S Smith

**F.178/18-19 Declarations of Interest.**  
None received

**F.179/18-19 To Approve the Minutes dated – 4<sup>th</sup> February 2019**  
Cllr Smith **PROPOSED** to adopt the above Minutes as a true and accurate record of the meeting  
Seconded: Cllr Hughes: Vote: Unanimous: **So resolved**

**F.180/18-19 To report on previous actions set on 4<sup>th</sup> February 2019**  
None

**F.181/18-19 Correspondence**  
The Clerk notified members of the next SLCC AGM to which councillors are Also invited.  
Cllr Hughes confirmed he would like to attend and Cllr Williams would advise.

**F.182/18-19 To Note the following Accounts Paid by means of **electronic banking** and **Debit Card Payment** for £500.00 or over prior to the publication of the Agenda.**

HMRC – <b>QTC</b>	£2695.96	BACS	<i>Tax &amp; Ni</i>
Neptune Building Services – <b>QCC</b>	£612.00	BACS	<i>Annual Services</i>
Neptune Building Services – <b>WSC</b>	£702.00	BACS	<i>Annual Services</i>
Total Gas & Power – <b>WSC</b>	£1611.22	BACS	<i>Gas – Daily running costs</i>

Accepted and noted.

**F.183/18-19 To Note the following Accounts Paid by **cheque** prior to the Publication of the Agenda for £500.00 or over.**  
None

**F.184/18-19 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda.**  
The Clerk read out the following payments for approval

GAPTC – <b>QTC</b>	£20.00	BACS	<i>2 x staff training</i>
David Ogilvie – <b>QTC</b>	£120.00	BACS	<i>Plaque – reimbursed</i>
Amazon – <b>QTC</b>	£83.24	BACS	<i>F.167/18-19</i>
Amazon – <b>QTC</b>	£120.49	BACS	<i>F.169/18-19</i>
Mrs J Webster – <b>QTC</b>	£18.78	BACS	<i>Expenses</i>
R Dalley – <b>QCC/KCC</b>	£105.00	BACS	<i>Daily running costs</i>

Pitney Bowes – <b>QTC</b>	£101.45	BACS	<i>Daily running costs</i>
SW Hygiene – <b>KCC</b>	£278.40	BACS	<i>Cleaning &amp; Sanitary contract</i>
SW Hygiene – <b>QCC</b>	£199.80	BACS	<i>Cleaning &amp; Sanitary contract</i>
Spot on Supplies – <b>KSP</b>	£106.55	BACS	<i>Daily running costs</i>
Spot on Supplies – <b>KCC</b>	£266.38	BACS	<i>Daily running costs</i>
Spot on Supplies – <b>WSC</b>	£86.65	BACS	<i>Daily running costs</i>
Sutton Security – <b>R&amp;A</b>	£348.00	BACS	<i>R.157/18-19(b)</i>
Home Bargains – <b>R&amp;A</b>	£29.98	BACS	<i>Events</i>
Tesco – <b>R&amp;A</b>	£121.50	BACS	<i>Events</i>
Argos – <b>QCC</b>	£41.99	BACS	<i>C.097/18-19</i>
The Orchard Deli – <b>QTC</b>	£124.60	BACS	<i>Training</i>
M&D Property Maint – <b>QCC/KCC/KSP/WSC/R&amp;A/QTC</b>	£1418.92	BACS	<i>QTC Maintenance &amp; Handyman contract</i>
Intocleaning – <b>QCC</b>	£864.00	BACS	<i>Staffing costs</i>
Alpha Colour – <b>R&amp;A</b>	£93.60	BACS	<i>Events</i>
Gloucester Locksmith – <b>QTC</b>	£339.36	BACS	<i>F.144/18-19</i>
Chosen Fire Protection – <b>KSP</b>	£166.50	BACS	<i>C.099/18-19</i>
Spot on Supplies – <b>WSC</b>	£58.32	BACS	<i>Daily running costs</i>
Spot on Supplies – <b>QTC</b>	£39.73	BACS	<i>Daily running costs</i>
Spot on Supplies – <b>QCC</b>	£126.18	BACS	<i>Daily running costs</i>
Spot on Supplies – <b>KCC</b>	£149.47	BACS	<i>Daily running costs</i>
Spot on Supplies – <b>KCC</b>	£109.52	BACS	<i>Daily running costs</i>
D Jones – <b>R&amp;A</b>	£70.00	BACS	<i>Burial Plot preparation</i>
D Jones – <b>R&amp;A</b>	£500.00	BACS	<i>Burial Plot preparation</i>
C Clifford – <b>QTC</b>	£26.41	BACS	<i>Expenses</i>
Petty Cash – <b>QTC</b>	£95.00	005718	<i>Petty Cash</i>

The Clerk clarified the costs regarding Spot on Supplies.

Cllr Smith **PROPOSED** to approve the above payments.

Seconded: Cllr Mrs McAllan: Vote: unanimous: **So resolved**

#### **F.185/18-19 To Earmark the following expenditure from 2018-2019 Budget as follows:-**

- Hire of portable toilets for Dog Show £120.00 - *R.096/18-19*
- Hire of Crowd Control Barriers for Firework Event £288.00 - *R.157/18-19*
- Fell trees at rear of Quedgeley Community Centre £1500.00 - *R.160/18-19*
- Replace bollard at top of School Lane £290.00 - *R.161/18-19*
- Cut back trees at Druids oak open space £225.00 - *R.132/18-19*
- Provision of lights to Quedgeley Community Centre car park £1440.00 - *C.097/18-19*
- Provision of high specification security camera at KCC £625.54 - *C.098/18-19*

Cllr Smith **PROPOSED** to approve the above expenditure to be earmarked for the new financial year.

Seconded: Cllr Hughes: Vote: unanimous: **So resolved**

**F.186/18-19 Accounts/Budget Progress 2018/19**

- Signing of Bank Reconciliations for February 2019
- Overview of expenditure by means of Summary of Receipt and Payments
- Stats on Income generated from Hiring of Community Centres and Sports Centres

The Clerk provided an overview of all income and expenditure.

Cllr G Smith **PROPOSED** the accounts for February 2019 including the Summary of Receipts and Payments be approved.

Seconded Cllr Mrs McAllan : Vote: Unanimous: **So resolved**

**F.187/18-19 Independent Audit**

**To consider and agree expenditure not exceeding £750.00 for Iain Selkirk FCA to conduct annual independent audit.**

Cllr Hughes asked whether alternative auditors should be considered. Members agreed that for the case of continuity Mr Selkirk should continue auditing the accounts for QTC, however future plans for when Mr Selkirk retires should also be considered.

Cllr Smith **PROPOSED** the above expenditure

Seconded: Cllr Hughes: Vote Unanimous: **So resolved**

**F.188/18-19 To consider purchase of land at Kingsway, referred by Planning and Development Committee, Report by Cllr J Powell**

Both Cllr Hughes and Cllr Williams advised that whilst this had been muted at the previous Planning meeting, there were no plans to refer this to F&GP for any decision making. In the absence of Cllr Powell, it was agreed that this matter be deferred back to Planning for further discussion and then ultimately to Full Council if deemed necessary.

**F.189/18-19 To consider taking ownership of all Bus Shelters for Quedgeley.**

In light of the Seminar due to be held the following day, it was agreed that this matter should be deferred to that Seminar for further discussion.

**F.190/18-19 Items from Community Buildings Committee:**

Cllr Mrs McAllan advised on the following:-

Approval for floodlights at Waterwells Sports Centre from S106 monies as part of the Marconi Drive development.

Approval for washing machine at Waterwells Sports Centre.

Approval for CCTV for QCC car park, Quedgeley Social club being approached to contribute towards costs.

Approval for installation of PIRs.

Approval for microwave for QCC

Approval for High spec camera for KCC

Approval for replacement height restrictor for KSP

Barnwood Trust had attended QCC in order to advise on additional cooking appliances required by Building Circles. Cllr Smith advised that he was awaiting the outcome of that meeting.

Air Cadets will be hiring WSC, however a £100.00 damages deposit had been requested by QTC

Hire charges are due to increase by £0.50p for 2019/20.

The lady's cubicle at QCC had been repaired

The Boiler at KCC is still waiting for repair work to be undertaken.

Cllr Smith advised that further investigation is required regarding the boilers at QCC as they continue to make a loud noise for 10 minutes each morning.

**F.191/18-19 Items from Recreation & Amenities Committee:**

Cllr Smith advised that approval had now been given to cut the trees at the back of the Quedgeley Community Centre. The decision was made in Cllr Smith's absence. The Easter Egg Hunt is currently under preparation. Cllr Smith asked for more assistance in moving the chippings at The Nature Reserve.

**F.192/18-19 Items from Planning & Development Committee:**

Cllr Smith advised of one application which was declined by QTC but agreed by Gloucester City Council. There is a concern regarding the size of the development so he is currently monitoring the situation. Nothing further to report.

**F.193/18-19 Further Business for Referral:**

Purchasing of Land at Kingsway – Planning & Development Committee  
Ownership of Bus Stops – QTC Seminar

**F.194/18-19 Date of Next Meeting – 1<sup>st</sup> April 2019, Quedgeley Community Centre  
7.30pm – noted.**

Meeting concluded: 20.30 hrs